

## **Enterprise Database Administrator – Revised Position**

The Legislative Technology Services Bureau (LTSB) is accepting applications for a skilled and enthusiastic Enterprise Database Administrator on its Enterprise Network Operations Team located in Madison, Wisconsin. Minimum salary is \$55,000 depending on qualifications and experience. The LTSB provides support for all computing devices, information technology initiatives and programs that support the Wisconsin State Legislature. The LTSB is a nonpartisan legislative service agency in unclassified, non-represented state service and provides technical support and services to the Wisconsin Legislature and its agencies.

**Position Summary:** This is a mid-level position that administers, maintains, and ensures the availability, security and integrity of legislative database environments. The Enterprise Database Administrator will design and implement databases and systems utilizing various versions of Microsoft SQL Server. The Enterprise Database Administrator acts as a resource for database design and best practices to LTSB software development team.

### **Job Duties:**

The Enterprise Database Administrator is responsible for system administration, database and SQL statement tuning, database installation/upgrades, backup and recovery, ensuring database availability, writing administration scripts and meeting with development teams and advising on various projects. The Enterprise Database Administrator is responsible for all production databases related to the Legislative Bill drafting system and other duties as assigned.

### **Knowledge Required**

#### **Technical Skills**

- Primary database experience is with Microsoft SQL Server 2005,2008
- Managing MS SQL Clusters
- Managing transactional operations
- Database and object configuration and maintenance
- Script creation for general administration tasks
- Logical and physical space management
- Writing and maintaining PL/SQL and T-SA procedures
- SQL statement tuning and troubleshooting
- Performance tuning
- Backup and Recovery planning for MS SQL Server

#### **Additional Preferred Skills**

- Disaster recovery planning related to Oracle and SQL Server
- Operation and maintenance of Postgres SQL
- Experience administering and developing SSRS (SQL Server Reporting services)
- Administering and developing SSIS (SQL Server Integration Services)
- Data modeling and design

- Backup and Recovery planning for Solaris, Oracle
- Knowledge of Solaris 10 administration
- Knowledge of Oracle running on Solaris 10
- Good troubleshooting skills
- Ability to work with a mix of modern and legacy systems
- Ability to contribute to the complete design cycle, from initial design to deployment

### **Organizational Skills**

- Excellent customer service skills
- Attention to detail
- Ability to actively participate on a team
- Understanding of project management

### **Additional Requirements**

- Certified MSCDBA or the ability to retain
- 2 or more years of direct experience with MS SQL
- Excellent written, verbal and interpersonal communication skills
- Work occasional nights and weekends to perform scheduled maintenance and system upgrades
- Ability to work under deadlines
- General data center procedures
- Commitment to quality customer service
- Willing and able to work in a nonpartisan environment

### **How to Apply**

Qualified applicants please submit:

1. Detailed resume
2. Cover letter that specifically outlines your experience and education as they relate to the requirements of this position

For prompt consideration send the above resume and cover letter to:

[HRLTSB@legis.state.wi.us](mailto:HRLTSB@legis.state.wi.us)

Legislative Technology Services Bureau  
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